



JOB ANNOUNCEMENT

The California State Council on Developmental Disabilities (SCDD) is established by state and federal law as an independent state agency. SCDD consists of 29 members appointed by the Governor, with individual and family consumers representing a minimum of 60 percent of the membership, a Headquarters Office and 13 Area Board Offices. Through advocacy, capacity building and systemic change, SCDD and its Area Board Offices and Area Board Members work to achieve a consumer and family-based system of individualized services, supports, and other assistance. The SCDD Area Board Office IV is located in Vallejo, California and serves the counties of Napa, Solano and Sonoma.

POSITION: Office Technician (Typing) Area Board VI
TIME BASE: Full-Time
SALARY: \$2465 – \$2998 per month
LOCATION: Stockton, California
DEADLINE: October 26, 2004

Duties: Under the supervision of the Area Board VI Executive Director, the Office Technician (Typing) monitors the budget and expenditures, processes invoices for payment, including maintenance of accounting records and quarterly budget reports; assists in developing the budget; types letters, memos, reports; edits newsletter and articles; updates and edits website; serves as attendance coordinator; orders supplies and equipment; performs other clerical and administrative tasks.

Desired Qualifications:

- Excellent typing and Personal Computer skills. Excellent grammar, spelling and punctuation skills. Ability to work well with a variety of people. Effective telephone and interpersonal skills.

How To Apply: Applications will be accepted from persons on the SROA List, employees from surplus status departments, state employees with lateral transfer eligibility, and persons eligible for appointment from a valid promotional or open Office Technician (Typing) eligible list. All applications meeting this criteria will be screened and only the most qualified will be interviewed. Submit Cover Letter, Resume and State Application to:

State Council on Developmental Disabilities Area Board VI
2529 W. March Lane, Suite 105, MS 27-05
Stockton, CA 95207
Attention: Robert Phillips, Executive Director AB VI, (209) 473-6930

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